

STANDARD DATA ELEMENTS FOR FEDERAL TRAVEL—Continued  
[Accounting & Certification]

Group name	Data elements	Description
	Approving Officer Signature ....	Approving Officer's signature, or digital representation. The signature signifies the travel claim is approved for payment based on authorized travel.
	Date .....	Date Approving Officer approved and signed the travel claim.
	Certifying Officer Signature .....	Certifying Officer's signature, or digital representation. The signature signifies the travel claim is certified correct and proper for payment.
	Date .....	Date Certifying Officer signed the travel claim.

NOTE TO APPENDIX C: Agencies must ensure that a purpose code is captured for those individuals traveling under unlimited open authorizations.

[FTR Amdt. 70, 63 FR 15981, Apr. 1, 1998; 63 FR 35538, June 30, 1998, as amended by FTR Amdt. 2005–03, 70 FR 28460, May 18, 2005; FTR Amdt. 2009–05, 74 FR 35808, July 21, 2009; FTR Amdt. 2009–06, 74 FR 55150, Oct. 27, 2009; FTR Amdt. 2010–02, 75 FR 24436, May 5, 2010; FTR Amdt. 2010–07, 75 FR 72967, Nov. 29, 2010]

APPENDIX D TO CHAPTER 301—GLOSSARY  
OF ACRONYMS

ATM: Automated Teller Machine  
CAS: Commercial Aviation Service(s)  
CDW: Collision Damage Waiver  
CFR: Code of Federal Regulations  
CMTR: Combined Marginal Tax Rate  
CONUS: Continental United States  
CSRS: Civil Service Retirement System  
CTO: Commercial Ticket Office  
DOD: Department of Defense  
DOJ: Department of Justice  
DSSR: Department of State Standardized Regulations  
DTMO: Defense Travel Management Office  
EFT: Electronic Funds Transfer  
ETS: E-Gov Travel Service(s)  
FAA: Federal Aviation Administration  
FAM: Foreign Affairs Manual  
FECA: Federal Employees' Compensation Act  
Fedrooms: Enhanced Federal Premier Lodging Program (formally known as FPLP)  
FEMA: Federal Emergency Management Agency  
FERS: Federal Employees Retirement System  
FHA: Federal Housing Administration  
FICA: Federal Insurance Contribution Act  
FOB: Free On Board  
FTR: Federal Travel Regulation  
FTS: Federal Telecommunications System  
GAO: General Accounting Office  
GBL: Government Bill of Lading  
GOCO: Government Owned Contractor Operated  
GPO: Government Printing Office  
GSA: General Services Administration  
GTR: Government Transportation Request  
HHG: Household Goods  
ID: Identification  
IDL: International Date Line  
IRC: Internal Revenue Code  
IRS: Internal Revenue Service  
ISSA: Inter-service Support Agreement(s)

ITRA: Income Tax Reimbursement Allowance  
JFTR: Joint Federal Travel Regulations  
JTR: Joint Travel Regulation  
MARS: Military Affiliate Radio System  
M&IE: Meals and Incidental Expenses  
M&O: Management and Operating  
MOU: Memorandum of Understanding  
MTR: Marginal Tax Rate  
NARA: National Archives and Records Administration  
NIST: National Institute of Standards and Technology  
NTE: Not to Exceed  
OBE: Online Self-service Booking Tool  
OCONUS: Outside the Continental United States  
OGE: Office of Government Ethics  
OMB: Office of Management and Budget  
PBP&E: Professional Books, Papers, and Equipment  
PCS: Permanent Change of Station  
PDS: Permanent Duty Station  
PIN: Personal Identification Number  
PMO: E-Gov Travel Program Management Office  
POV: Privately Owned Vehicle  
PTA: Prepaid Ticket Advice  
PDTATAC: Per Diem, Travel and Transportation Allowance Committee  
Q&A: Question and Answer  
RIT: Relocation Income Tax  
SES: Senior Executive Service  
SIT: Storage in Transit  
SSN: Social Security Number  
TCS: Temporary Change of Station  
TDY: Temporary Duty  
TMC: Travel Management Center  
TMS: Travel Management Service  
TQSE: Temporary Quarters Subsistence Expenses  
U.S.: United States  
U.S.C.: United States Code  
VA: Department of Veterans Affairs  
WAE: When Actually Employed

## Temporary Duty (TDY) Travel Allowances

## Ch. 301, App. E

WTA: Withholding Tax Allowance

[FTR Amdt. 70, 63 FR 15983, Apr. 1, 1998; 63 FR 35538, 35539, June 30, 1998, as amended by FTR Amdt. 2007-05, 72 FR 61540, Oct. 31, 2007; FTR Amdt. 2010-05, 75 FR 63104, Oct. 14, 2010]

### APPENDIX E TO CHAPTER 301—SUGGESTED GUIDANCE FOR CONFERENCE PLANNING

#### TERMS

**Conference:** A meeting, retreat, seminar, symposium or event that involves attendee travel. The term “conference” also applies to training activities that are considered to be conferences under 5 CFR 410.404.

**Milestone schedule:** Deadlines, which need to be reached in a progressive and orderly manner.

**Planner:** The person designated to oversee the conference.

**Planning committee:** Operational group significantly contributing to a conference’s overall success and able to fully reflect the needs of both the agency and the attendees.

#### GETTING STARTED

Depending on the size, type, and intended effect of the conference, start planning a minimum of one year in advance. Designate a planner and a planning committee.

#### Planning Committee

Functions typically include, but are not limited to:

- Establishing a set of objectives.
- Developing a theme.
- Making recommendations for location, agenda, dates, and logistics, e.g., schedule, exhibits, speaker.
- Making suggestions as to who should attend.
- Serving as communications link between planners and participants.
- Evaluation and follow-up.

#### Milestone Schedule

(a) Develop a milestone schedule, which is essential to conference planning, by working backward from the beginning date of the conference to include each major step. Examples include:

- Planning committee meetings.
- Preparation of mailing lists.
- Letters of invitation.
- Designation of speakers.
- Confirmation letters to speakers.
- Confirmation with site selection official.
- Preparation of agenda.
- Preparation of specification sheet.
- Location and date selection.
- Exhibits.
- Budget.
- Printing requirements.
- Signage.

- Conference information packages.
- Scheduling photographer (if planned).
- Use of agency seal and conference logo.
- Handicapped requirements.
- Planning of meals and refreshments, if appropriate.

(b) Establish completion dates for each major step.

(c) Update and revise the schedule as needed.

#### Specification Sheet

A detailed specification sheet is necessary to:

(a) Identify essential elements of a conference which typically include, but are not limited to:

- Sleeping rooms and on-site food services. It is generally best to estimate on the low side for the number of sleeping rooms and meals to be prepared. Facilities, unless there is only limited available space, are usually prepared to increase the number of sleeping rooms and meals; however, they discourage—and in some cases penalize—you if the sleeping room and meal guarantees are not met.

- Meeting rooms.
- Exhibit facilities.
- Audio-visual equipment and support services.
- Miscellaneous support services.
- Sleeping rooms with amenities, e.g., Internet access, data ports, conference call, and voice mail.

(b) Determine costs:

- *Procurement.* All agreements and decisions should be written and agreed to by the agency-contracting officer before being sent to the facility. Bring contracting officer into the process early.

- *Government per diem rates.* The Government per diem rate applies to Federal attendees. Application of it to non-Federal attendees is at the discretion of the property and conference negotiator.

- *Registration fee.* Generally, the registration fee covers all direct expenditures of agency funds for planning and organization of a conference, e.g., meeting room accommodations, meals, light refreshments (if appropriate), speaker fees, publications, and materials. Anything directly relating to the conference, except liquor, can be included in the fee. To estimate the registration fee, divide the proposed budget by the estimated number of attendees.

#### Budgeting

Decide how the conference expenses (other than sleeping room accommodations and individual meals) will be paid, i.e., by the attendee from a training or registration fee, or directly by the agency.